

# STARTING A NEW BUSINESS IN THE CITY OF HARRISBURG?

Mayor Linda D. Thompson welcomes you!

There are a few things to know about establishing a business in the City of Harrisburg.

- ☑ A **BUSINESS PRIVILEGE AND MERCANTILE LICENSE** is required of all businesses doing trade within the City of Harrisburg, whether you are headquartered here or elsewhere. **COPY ATTACHED.**
- ☑ If you are vending on a sidewalk or elsewhere outdoors, you also need to obtain a **VENDOR'S LICENSE and OWNER'S CONSENT FORM**. An application is available in the Tax & Enforcement Office in Room 305-A.
- ☑ Anyone establishing a business located in the City of Harrisburg is required to obtain a **BUSINESS ZONING/FIRE PREVENTION PERMIT**. This will show that your business is legitimate at your location and that it meets the Fire Code for the type of business you are doing. Not all businesses need the Fire Prevention portion – review the list to see if you fit one of the categories. If you do not fit a category, simply check the Fire Prevention Exemption box at the bottom of the front page. **COPY ATTACHED.**
- ☑ **HOME OCCUPATION?** Sign the home occupation agreement attached to the Business Zoning Permit. **COPY ATTACHED.**
- ☑ **Are you selling food or operating a childcare?** Anyone providing food or drink of any type must have a **HEALTH LICENSE**. An application is available in the Bureau of Codes in Room 205 or in the Tax & Enforcement Office Room 305-A.
- ☑ Return all of the forms together in **ONE** packet at the same time including payment to the Tax & Enforcement Office in Rm. 305-A.

If you have interest in a ribbon cutting ceremony, please contact Mayor Linda D. Thompson's office at (717) 255-3040.

## HAVE QUESTIONS?

Mercantile & Vendors License:

Zoning/Home Occupation:

Health License/Fire Prevention:

Tax & Enforcement Office (717) 255-6513

Planning Bureau (717) 255-6637

Codes Bureau (717) 255-6553

**All forms except the Vendor License form are available at [www.harrisburgpa.gov](http://www.harrisburgpa.gov).**



Rev. Dr. Martin Luther King, Jr. City Government Center  
10 North Second Street, Harrisburg, PA 17101  
**Mayor Linda D. Thompson**

**CITY OF HARRISBURG AND HARRISBURG SCHOOL DISTRICT**  
**EXPLANATION OF THE**  
**BUSINESS PRIVILEGE AND MERCANTILE LICENSE**

Attached is an application for a Business Privilege and Mercantile License. The fee for this license is \$40.00 for each calendar year. The fee is not reduced pro rata by the portion of the license year elapsed in the year first procured. At the proper time, an annual or quarterly reporting form, whichever is applicable, will be mailed to you.

The Tax Ordinance was enacted under the authority of the Local Tax Enabling Act (Act 511 of 1965), 53 P.S. 6901 et seq., and appears in the Codified Ordinances of the City of Harrisburg at Chapter 5-715. The City of Harrisburg, Chapter 5-715 of the Codified Ordinance and the Harrisburg School District, Resolution of 1989 provides for and regulates the "assessment, levy and collection for general revenue purposes of an annual Business Privilege & Mercantile tax upon persons, firms, companies, and corporations engaging in business, described therein, within the City of Harrisburg. The Chapter and Resolution contains pertinent information relative to the definitions and rates; a copy can be requested either through the City Clerk's Office or the Tax & Enforcement Office.

**Business Privilege & Mercantile Licenses may not be assigned or transferred. So if a new owner takes over the business, a new Business Privilege & Mercantile License and/or Health License application, if applicable, needs completed.** Taxpayer's change of address must be reported in writing to this office within ten (10) days after such change becomes effective.

This license may be suspended or revoked at any time by the Mayor or designee if it is determined that the holder of the permit or license secured the same by misrepresentation; failed to maintain qualifications required by federal, state or local laws; engaged in fraudulent behavior or misleading advertising; consented to or allowed any behavior which would constitute a crime under federal, state or local laws, including but not limited to drug trafficking or drug possession; committed an act of gross negligence, or allowed any manner or form of public nuisance.

**BUSINESS** - This is defined as carrying on, or exercising of any trade, profession, or vocation, or commercial activity or making sales within the City of Harrisburg. **The following are brief descriptions of each category to determine which one accurately describes the nature of your business.**

**BUSINESS PRIVILEGE** - Any profession, vocation or commercial activity, **including but not limited to**, lawyer, doctor, accountant, broker, contractor, consultant, maintenance/repairs, engineering, planning design, installation, training, the lease or use of real or personal property, commission sales, etc., for which a fee is collected for services rendered.

**WHOLESALE DEALER** - Sales made by persons engaged, as owner or agent, in the business of selling to, or exchanging with another person, goods for cash or barter or any consideration, for the purpose of resale by the person acquiring the goods sold or exchanged.

**RETAIL** - Sales made by persons engaged, as owner or agent, in the business of selling or exchanging merchandise for cash or barter or any consideration on the assumption that the purchaser of such goods has acquired the same for ultimate consumption or use and not for resale.

<b><u>TAX RATES</u></b> -	<b><u>CITY OF HARRISBURG</u></b>	<b><u>HARRISBURG SCHOOL DISTRICT</u></b>
<b>Business Privilege:</b>	2 mills (.0020) per \$1,000 of gross receipts up to \$3,300,000. In excess of \$3,300,000, the rate imposed shall be 1/2 mill (.0005) per \$1,000.	1 mill (.0010) per \$1,000 of gross receipts up to \$3,300,000. In excess of \$3,300,000, the rate imposed shall be 1/2 mill (.0005) per \$1,000.
<b>Wholesale Rate:</b>	1/2 mill (.0005) per \$1,000 of gross receipts up to \$5,000,000. In excess of \$5,000,000, the rate imposed shall be 1/8 mill (.000125) per \$1,000.	1/2 mill (.0005) per \$1,000 of gross receipts up to \$5,000,000. In excess of \$5,000,000, the rate imposed shall be 1/8 mill (.000125) per \$1,000.
<b>Retail Rate:</b>	3/4 mill (.00075) per \$1,000 of gross receipts up to \$3,300,000. In excess of \$3,300,000, the rate imposed shall be 1/8 mill (.000125) per \$1,000.	3/4 mill (.00075) per \$1,000 of gross receipts up to \$3,300,000. In excess of \$3,300,000, the rate imposed shall be 1/8 mill (.000125) per \$1,000.

**ANNUAL TAX RETURNS ARE DUE BY APRIL 15TH OF EACH YEAR WHETHER OR NOT A TAX IS DUE!!!**

Failure to file and/or pay the tax could result in legal action by the City as well as your license being revoked.

**MAIL TO: TAX AND ENFORCEMENT OFFICE**  
10 N. 2<sup>ND</sup> STREET, SUITE 305-A  
HARRISBURG, PA 17101  
(717) 255-6513

Application is hereby made for a Business Privilege and Mercantile License for the year(s) 20\_\_\_\_ as required by Chapter 5-715 of the Codified Ordinance for the City of Harrisburg as amended by the City Council of the City of Harrisburg providing for the same. **Indicate Date Business Started (within the City Limits of Harrisburg):**  
\_\_\_\_\_.

- ☐ WHOLESALE      ☐ RETAIL      ☐ RENTAL      ☐ BUSINESS PRIVILEGE

- IRS ID NUMBER (EIN)

- |                                     |                                     |                                     |
|-------------------------------------|-------------------------------------|-------------------------------------|
| Name                                | Name                                | Name                                |
| Address                             | Address                             | Address                             |
| City/State/Zip                      | City/State/Zip                      | City/State/Zip                      |
| Social Security #<br>- -            | Social Security #<br>- -            | Social Security #<br>- -            |
| Date of Birth<br>/ /                | Date of Birth<br>/ /                | Date of Birth<br>/ /                |
| Telephone #<br>( )                  | Telephone #<br>( )                  | Telephone #<br>( )                  |
| Driver's License No. & State<br>- - | Driver's License No. & State<br>- - | Driver's License No. & State<br>- - |

**FURTHER INFORMATION APPEARING ON THE REVERSE SIDE MUST BE COMPLETED!**

6. Fully describe the nature of your business: \_\_\_\_\_  
 \_\_\_\_\_
7. List current job(s) or contracts, which necessitates the application for this license (if applicable):  
 \_\_\_\_\_
8. Have you ever been issued a Business Privilege and Mercantile License with the City of Harrisburg?  
 Yes ☐ No ☐ If yes, give name(s) license was issued under: \_\_\_\_\_  
 \_\_\_\_\_
9. Give name, address (excluding PO BOX) of other places of Business, Parent Companies (if subsidiary) within or outside the City of Harrisburg: \_\_\_\_\_  
 \_\_\_\_\_
10. How many full & part-time jobs were created as a result of your new business opening within the City of Harrisburg corporate limits?      **Full-time** \_\_\_\_\_ **Part-time** \_\_\_\_\_
11. Is this a minority-owned business?      ☐ Yes      ☐ No

**PLEASE NOTE:** Failure to provide the above information required for proper enforcement of the Business Privilege and Mercantile Tax and License, shall be cause for rejection of this application and shall require a new application and filing fee.

**I VERIFY THAT THE STATEMENT MADE HEREIN ARE TRUE AND CORRECT AND FURTHER UNDERSTAND MY RESPONSIBILITY FILE AND PAY EHT MERCANTILE AND BUSINESS PRIVILEGE TAX AT THE APPROPRIATE TIME. FURTHERMORE, A TAX RETURN MUST BE FILED WHETHER OR NOT A TAX IS DUE. I UNDERSTAND THAT FAILURE TO FILE A RETURN MAY SUBJECT ME TO PROSECUTION.**

\_\_\_\_\_  
 AUTHORIZED SIGNATURE

\_\_\_\_\_  
 DATE

**Prior to submitting this application, if you are located in the City, you are required to obtain Zoning approval, Fire Prevention Code approval and Health approval, if you deal with any type of food.**

\*\*\*\*\* OFFICIAL USE ONLY \*\*\*\*\*

**The authorized signatures below certify that all Zoning, Health, Fire Prevention and related licenses have been established and conform to the respected ordinances under their authority.**

\_\_\_\_\_  
 ZONING ADMINISTRATOR

\_\_\_\_\_  
 DATE

\_\_\_\_\_  
 CODES ADMINISTRATOR

\_\_\_\_\_  
 DATE

\_\_\_\_\_  
 HEALTH OFFICER

\_\_\_\_\_  
 DATE

\_\_\_\_\_  
 TAX & ENFORCEMENT ADMINISTRATOR

\_\_\_\_\_  
 DATE

**Date Forwarded to Codes:** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**LICENSE NUMBER:** \_\_\_\_\_ - \_\_\_\_\_



City of Harrisburg  
Department of Building and Housing Development  
Bureau of Codes Administration



## BUSINESS ZONING / ANNUAL FIRE PREVENTION CODE PERMIT

Must comply with PA Act #222 and Labor & Industry Regulations where applicable

(CORRECT FEE AMOUNT MUST ACCOMPANY THIS COMPLETED APPLICATION OR IT WILL NOT BE PROCESSED.)

### A. Name of Business and Location of Building

\_\_\_\_\_  
(Name of Business / Applicant)

Tax Parcel ID #: \_\_\_\_\_

\_\_\_\_\_  
(No.) (Street)

B. **Ownership:** ☐ Private (individual, corporation, nonprofit institution, etc.) ☐ Public (federal, state or local government)

Contact Person: \_\_\_\_\_ Telephone Number: (\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_

Fax Number: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

### C. Current Zoning use / Proposed Use: (Mark a "C" beside current and a "P" beside proposed use):

<input type="checkbox"/> Amusement, Recreational 318	<input type="checkbox"/> Church, other religious 319	<input type="checkbox"/> Industrial 320
<input type="checkbox"/> Parking Garage 321	<input type="checkbox"/> Service Station, Garage 322	<input type="checkbox"/> Hospital, Institutional 323
<input type="checkbox"/> Office, Bank, Professional 324	<input type="checkbox"/> Public Utility 325	<input type="checkbox"/> Educational (School) 326
<input type="checkbox"/> Stores, Mercantile 327	<input type="checkbox"/> Tanks, Towers 328	
<input type="checkbox"/> Other 329 – Specify _____		

D. Is this a Business being run from your home? ☐ Yes ☐ No (If YES, you **MUST** complete the attached Home Occupation Certificate.)

E. Building Description (choose one): ☐ Commercial ☐ Ground Floor Commercial/Upper Floor Living  
☐ Single Family House ☐ Two Family House ☐ Apartments

F. Brief Description of your business: \_\_\_\_\_

G. Annual Fire Prevention Category: (see reverse side) \_\_\_\_\_ Cost: \$ \_\_\_\_\_

### H. Costs:

Zoning: \$ 25.00

Annual Fire Prevention: \$ \_\_\_\_\_.00 ( Price from list on reverse side)

**Total:** \$ \_\_\_\_\_.00 (Check or money order payable to "City Treasurer")

Exemption:

- ☐ Annual Fire Prevention: Business does not meet any of the criteria for this permit.  
☐ Zoning: The total of any or all improvements including equipment is valued under \$100.00.

I hereby certify that I am the owner or an authorized agent for the above listed business and property, and that I have willingly completed this application to the best of my ability. Falsification of this document will render associated permits null and void and I may be prosecuted pursuant to Section 4904, Title 18 of the Pennsylvania Crimes Code.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_/\_\_\_\_\_/20\_\_\_\_\_  
Date

Mayor Linda D. Thompson

Questions should be directed to:

City of Harrisburg Bureau of Codes Administration

717-255-6553

Annual Fire Prevention Description and Fees: (Choose Highest Single Category for Your Business)

DESCRIPTION	Permit Fee	DESCRIPTION	Permit Fee
1. Automotive/truck tire rebuilding plant →	\$60.00 <input type="checkbox"/>	16. Hazardous chemicals, storage, handling →	\$60.00 <input type="checkbox"/>
2. Automotive/truck wrecking yards, junk yards, and salvage yards →	\$60.00 <input type="checkbox"/>	17. Heliports, heli-stops, airports →	\$60.00 <input type="checkbox"/>
3. Automotive/truck undercoating areas →	\$60.00 <input type="checkbox"/>	18. Lumber yards, woodworking plants →	\$60.00 <input type="checkbox"/>
4. Bowling lanes and resurfacing thereof →	\$30.00 <input type="checkbox"/>	19. Magnesium, use of 10 lbs. or more →	\$30.00 <input type="checkbox"/>
5. Bowling pin refinishing →	\$30.00 <input type="checkbox"/>	20. Organic coating manufacture →	\$30.00 <input type="checkbox"/>
6. Cellulose nitrate motion picture film use or storage thereof →	\$30.00 <input type="checkbox"/>	21. Places of Assembly	
7. Cellulose nitrate plastic (pyroxylin) manufacture or assembly →	\$30.00 <input type="checkbox"/>	21a. POA - Class A 1000 and over →	\$100.00 <input type="checkbox"/>
8. Combustible fiber storage, over 100 use flammable (Flammable 1,000 cu.ft. And Non flammable 6,000 cu.ft.) →	\$60.00 <input type="checkbox"/>	21b. POA - Class B 300 to 999 →	\$75.00 <input type="checkbox"/>
9. Dry cleaning plant →	\$60.00 <input type="checkbox"/>	21c. POA - Class C 50 to 299 →	\$45.00 <input type="checkbox"/>
10. Feed Mill (Dust explosion) →	\$30.00 <input type="checkbox"/>	21d. POA - Child care facilities →	\$45.00 <input type="checkbox"/>
11. Flammable finish use (more than 1 gal. Per day, spraying or dipping) →	\$60.00 <input type="checkbox"/>	22. Storage of more than 25 cases of items →	\$60.00 <input type="checkbox"/>
12. Flammable and combustible liquids →	\$60.00 <input type="checkbox"/>	23. Storage, readily combustible materials Over 2,500 cu. ft. →	\$60.00 <input type="checkbox"/>
13. Fruit ripening process →	\$30.00 <input type="checkbox"/>	24. Tenant or air-supported structure over 120 sq. ft. (erection thereof) →	\$45.00 <input type="checkbox"/>
14. Fumigation/thermal insecticidal fogging →	\$30.00 <input type="checkbox"/>	25. Video movie outlet, store →	\$30.00 <input type="checkbox"/>
15. Garage, repair or service of vehicles →	\$60.00 <input type="checkbox"/>	26. Waste material handling plants →	\$30.00 <input type="checkbox"/>
		27. Educational Facilities →	\$75.00 <input type="checkbox"/>

This amount should be placed on lines "G" and "H".

-----FOR OFFICE USE ONLY-----

Property #. \_\_\_\_\_ Zoning District: \_\_\_\_\_ Business Lic# \_\_\_\_\_

Zoning Approval: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Comment: \_\_\_\_\_

Codes Administration Approval: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Comment: \_\_\_\_\_

Zoning Trk. #: \_\_\_\_\_ Fire Trk. #: \_\_\_\_\_

Zoning Fee: \$ \_\_\_\_\_ Fire Fee: \$ \_\_\_\_\_ Double Fee ☐ Total: \$ \_\_\_\_\_ .00

Permits Issued: \_\_\_\_/\_\_\_\_/20 Processed By: \_\_\_\_/\_\_\_\_/\_\_\_\_

## Home Occupation Agreement

I, \_\_\_\_\_, have submitted an application to operate an office in my residence, located at \_\_\_\_\_, for a contracting, trade, remodeling, landscaping or similar use. My signature below confirms that I agree that my home office and business will comply with the following conditions for my residence, with the understanding that any permit I have with the City of Harrisburg may be revoked if I do not comply with the following:

- The occupation or profession shall be carried on only by a resident on the premises, with no more than two (2) paid employees or assistants.
- The purpose of the office is to only do computer/telephone transactions and the scheduling of appointments.
- All consultations with clients will occur off-site.
- I will not store material or equipment on-site. I will not park commercial vehicles on-site or on the surrounding streets. All material, equipment and vehicles will be stored at an appropriately zoned commercial or industrial site.
- There will be no construction work (other than property maintenance of my residence) occurring on the site, and no loud noises will be generated by this use.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
Date